

PLEASE SEE THE ATTACHED Request for Quotation
(RFQ) MDA210-01-Q-0009

GSA BLANKET PURCHASE AGREEMENT (BPA)
FINANCIAL MANAGEMENT EDUCATION AND TRAINING (FMET)

1. **RFQ ISSUED DATE:** 24 May 2001
2. **ISSUED BY:** DEFENSE FINANCE AND ACCOUNTING SERVICE
ATTN: ASO/DPB CM#3 ROOM 905
1931 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22240-5291

3. **Point(s) of Contact:**

Name: Fannie M. Briggs, Contract Specialist
Phone: (703) 607-0568
EMAIL: fannie.briggs@dfas.mil
Fax: (703) 607-2132

OR

Name: John A. Ziu, Contracting Officer
Phone: (703) 607-1032
EMAIL: john.ziu@dfas.mil
Fax: (703) 607-2132

4. **PROPOSAL DUE DATE/TIME:** 29 June 2001, 1400 EST
5. **QUESTIONS:** All questions regarding this RFQ or the attachments shall be submitted in writing to Fannie M. Briggs no later than **8 June 2001**. Questions and answers will be forwarded to all offerors on the bidders mailing listed.
6. **SUBMISSION OF WRITTEN PROPOSALS:** Submit signed and dated proposals on or before the date and time indicated in paragraph 4. ELECTRONIC PROPOSALS, TO INCLUDE FACSIMILE, ARE NOT AUTHORIZED.

ALL HAND-CARRIED (INCLUDING FEDEX , UPS, ETC.) SHALL BE DELIVERED TO THE CONTRACTING OFFICE AT:

Defense Finance and Accounting Service
Attn: ASO/QOB CM#3 Room 905 (Fannie M. Briggs)
1931 Jefferson Davis Highway
Arlington, VA 22240-5291

7. SCHEDULE OF SUPPLIES/SERVICES: See Section B at Attachment #1.

8. STATEMENT OF WORK: See Attachment #2.

9. REIMBURSEMENT OF TRAVEL COSTS. The contractor will be reimbursed for travel in accordance with the JTR. Travel subject to the prior approval of the Contracting Officer Representative (COR).

10. TEAMING ARRANGEMENTS: Teaming arrangements are permitted and encouraged among Federal Supply Schedule vendors in accordance with FAR Subpart 9.6. In order to be considered for a teaming arrangement, all vendors must hold current Federal Supply Schedule contracts. Vendors must clearly identify that they are proposing as a team and identify the roles and responsibilities of each vendor in regard to delivery and performance under this resulting BPA, shall be included with the proposals.

11. PROPOSAL FORMAT:

THE GOVERNMENT INTENDS TO AWARD WITHOUT DISCUSSIONS, therefore, each vendor is urged to examine this solicitation in its entirety and to ensure that their proposal contains all necessary information, provide all required documentation, and is complete in all aspects.

11.1 Each proposal shall be submitted in five (5) separate and individual parts and in the number of copies as set forth below. All information shall be confined to the appropriate volume to facilitate independent evaluation.

PART NUMBER/TITLE	COPIES	PAGE LIMITATION
I – GENERAL	1 Original	None
II – TECHNICAL	1 Original 4 copies	25 pages
III – PERSONNEL (Resumes)	1 Original + 4 Copies See paragraph 12.2	3 Pages per person
IV MANAGEMENT PLAN	1 Original 4 copies	None
V – PRICE	1 Original 2 copies	None

11.2 To aid evaluation, written portions of the proposals shall be clearly and concisely written as well as being neat, indexed (and cross-indexed, as appropriate), and logically assembled. Proposals should be typed double-sided pages (not including resumes), no less than 12-point (pitch) type. All pages shall be appropriately numbered. Vendors are cautioned that while a professional submission is desired, excessive brochuremanship is neither preferred nor beneficial. Any cost/price information should be contained PART V-PRICE only. The desired format and contents of each of the required five (5) physically separated and detachable parts of the proposal are as follow:

11.3 PART I, GENERAL. There is no page limitation to this PART. Any cover letters forwarding the proposal shall be contained in this part only. At a minimum, this Part shall contain the following information:

Company: Name: _____

Address: _____

Telephone/Fax Number _____

LARGE BUSINESS _____ SMALL BUSINESS _____ SMALL WOMAN OWNED _____
AND CONTROLLED

SMALL DISADVANTAGED BUSINESS _____ (MINORITY OWNED AND CONTROLLED)

DUNS # _____ CAGE CODE _____ TAX I.D. # _____

QUOTE PREPARED BY _____ PHONE # _____ DATE: _____

GSA CONTRACT NUMBER _____ EXPIRATION DATE _____

PROSPECTIVE OFFERORS MUST BE REGISTERED IN THE CENTRAL CONTRACTOR REGISTRATION (CCR), PRIOR TO CONTRACT AWARD. SEE CLAUSE 252.204-7004.

11.4 PART II TECHNICAL. This PART shall contain all information required to assess offeror's technical ability. It is the responsibility of each Offeror to provide sufficient information for the technical evaluation team to make a determination as to whether or not the offeror has the technical knowledge, ability, and personnel to meet the Government's requirement. Information included in the technical proposal shall include written documentation that illustrates the offeror's technical ability and past performance. No pricing information shall be included in this Part. There is a page limitation of 25 pages for this part.

11.5 PAST PERFORMANCE. This PART shall address the information as indicated in paragraph 12.3.1 below. Past performance information shall include recent and relevant contracts for the same and similar services performed within the past five years and references including contract numbers, point of contact and current telephone numbers. There is no page limitation to this part. Any cover letters included in this part shall not be considered.

11.6 PART IV. PRICE. This Part shall address all the information as indicated in paragraph 16.0 below. There is no page limitation to the Part.

12. EVALUATION CRITERIA: The Government will consider the following factors when evaluating the contractor proposals. Defense Finance and Accounting Service believes that each evaluation factor is critical to the effective accomplishment of the tasks in the statement of work (SOW). Therefore, failure to fully meet any one factor could disqualify a proposal. Factors are listed below in descending order of importance. Subfactors are all of equal importance. Technical and Past Performance factors combined are significantly more important than Price.

12.1 TECHNICAL

12.1.1 Technical Approach

This section requires the offeror to provide a concise summary of its understanding and general approach to Section C. Offeror shall demonstrate its knowledge of DoD Financial Management and Education Training, relevant education, and professional experience or education in financial management education and training. This volume of the technical proposal provides the offeror's response to the sample task.

12.1.2 Sample Task for a Functional Course. Contractor must demonstrate a reasonable understanding of DoD financial management, entitlements, policies, processes and corresponding financial systems. The sample task provided is representative of the delivery orders to be issued under this Blanket Purchase Agreement (BPA).

SAMPLE TASK I

1. SUBJECT: Fiscal Code
2. BACKGROUND: The Defense Finance and Accounting Service mission is to provide timely, accurate finance and accounting data. Due to cross disbursements, cross leveling and implementation of new systems, as well as, changing policies and entitlements, DFAS employees must become familiar with service unique DOD accounting classifications or fiscal codes in order to evolve into a standard document number.
3. SCOPE: You have been tasked to design and develop a course on Fiscal Code for DFAS employees. The course should focus on processes, entitlements, systems, and policies associated with standard and service unique accounting classifications. Provide a detailed syllabus including topics, instructional materials and references. The course should be a comprehensive introduction to fiscal codes. The objective of this course is to develop a greater awareness and understanding of the service unique fiscal codes and the differences in the processes and systems used to establish, capture and report fiscal codes.

For sample task, the offeror will provide: (1) a course description; (2) course learning objectives; (3) a list of course material; (4) identification of additional information that would be required to perform each task; and (5) a Course outline/Syllabus to include at a minimum;

- (a) Time – expected duration
- (b) Major Topics – topic of instruction
- (c) Facilitator Activity – explanation of what the facilitator will discuss
- (d) Instructional Strategies/Techniques – a detailed description of the technical approach/methodology used in accomplishing each task (e.g., case study, role playing, lecture, or small group activity, etc.)

The offeror should not propose studies in response to the sample task but rather a detailed technical report addressing methodologies/recommendations that meet sample task requirements. The response is limited to a total of ten (10) pages.

12.2 KEY PERSONNEL

All key personnel shall sign a 6-month letter of commitment. This section must contain one page (maximum) introductory summary on key personnel including their full time availability. All key personnel must be available full-time. Available means available to work, if and when ordered. Full-time means regular labor-year, the definition of which in terms of precise hours will vary from company to company.

This section must contain resumes for all proposed key personnel. Resumes shall provide sufficient detail to demonstrate employee education, knowledge, skill and experience in Financial Management and Education Training. The resumes shall indicate the experience of the individual and to which task the individual is being assigned. Resumes are limited to three pages each. A person cannot be proposed for more than one labor category. If any changes in proposed key personnel should occur during actual performance, the Contractor shall submit resumes of replacement to the Government Program Manager and Contracting Officer's Representative (COR) for approval.

12.3 MANAGEMENT PLAN (STAFFING PLAN)

The Offeror shall provide a management plan that demonstrates an understanding of the Management objectives for this requirement. The management plan shall be based on the extent to which the plan demonstrates sound business practices in the following areas:

- a. To what extent do the contents of the management plan demonstrate the offeror understanding of the requirement, and to what extent does the staffing portion of the plan clearly demonstrate an ability to staff the non-key personnel portion of the contract with personnel who meet the minimum personnel qualifications, both initially and over the life of the contract.
- b. The proposed lines of responsibility, authority, and communication through which the tasks will be managed, and the procedures to be taken to insure quality control and cost control.
- c. The proposed organizational structure (including responsibilities, and reporting structure) for the project/contract, how personnel will be assigned from task to task throughout the contract period, and how the proposed team will interface with both the Offeror's corporate structure and with DFAS command structure.
- d. The proposed policies and procedures for managing and directing the effort for productivity, quality, cost control, and early identification and resolution of problems.
- e. The proposed staffing plan which proposes how the non-key personnel portion of the contract will be staffed (by labor category), and the extent to which it is proposed to staff with current employees or personnel with whom the offeror has binding contingency hire agreements (primary reference for staffing of non-key personnel at time of award is for current or contingency hires vice recruiting).
- f. The proposed recruiting/hiring/staffing program for staffing the contract with qualified personnel over the life of the contract, with example(s) of previous successful recruiting/hiring/staffing efforts on contract(s) of similar magnitude.

EVALUATION RATINGS AND DEFINITIONS

The following adjectival ratings shall be used to evaluate all factors except past performance.

<u>Adjective</u>	<u>Definition</u>
OUTSTANDING ("O")	Very significantly exceeds most or all solicitation requirements. Response exceeds a "better rating." The offeror has clearly demonstrated an understanding in all aspects of the requirements to the extent that timely and highest quality performance is anticipated.
BETTER ("B")	Fully meets all solicitation requirements and significantly exceeds many of the solicitation requirements. Response exceeds the requirements and is anticipated to result in a high level of efficiency or productivity or quality.
ACCEPTABLE ("A")	Meets all solicitation requirements. Complete and comprehensive; exemplifies an understanding of the scope and depth of the task requirements and the vendor's understanding of the government's requirements.
MARGINAL ("M")	Less than acceptable. There are some deficiencies in the technical proposal. However, given the opportunity for discussions, the technical proposal has a reasonable chance of becoming at least acceptable.
UNACCEPTABLE ("U")	Proposal has many deficiencies and/or gross omissions; failure to understand much of the scope of work necessary to perform the required tasks; failure to provide a reasonable, logical approach to fulfilling much of the government's requirements; failure to meet many personnel requirements in the solicitation. (When applying this adjective to a proposal as a whole, the technical proposal would have to be so unacceptable in one or more areas that it would have to be completely revised in order to attempt to make it other than unacceptable).

The technical evaluation of proposals shall also identify any specific strengths, weaknesses, and deficiencies (as applicable) in each factor and sub-factor. The definitions of "strengths", "weaknesses", and "deficiencies" are as follows:

"Strength"- An aspect of the proposal which captures the desired requirements in a manner beneficial to the Government or in a manner that offers significant advantage.

"Weakness"- A flaw in the proposal that does not indicate unsuccessful contract performance but prevents the proposal from offering a more significant advantage.

"Deficiency"- A material failure of the proposal to meet a Government requirement that increases the risk of unsuccessful contract performance to an unacceptable level.

12.3.1 PAST PERFORMANCE. The offeror shall describe its past performance on directly related or similar Federal, State and local government, and private contracts and subcontracts it has held within the last 5 years and all contracts and subcontracts currently in progress which are of similar scope, magnitude and complexity to that which is detailed in the RFQ. (This information must be clear whether the work by similar contracts and subcontracts shall provide a detailed explanation demonstrating the similarity of the contracts to the requirements of the RFQ.

The offeror shall provide the following information regarding its past performance.

- A. Contract Number(s) and type of contract;
- B. Procuring Agency and name of reference point(s) of contact, telephone and fax numbers at the Federal, State, Local Government or Commercial entity for which the contract was performed;
- C. Dollar value of the Contract;
- D. Period of performance;
- E. Detailed description of the work performed;
- F. Relevancy of the contract to this proposed requirement;
- G. Clear statements describing whether the contract was completed on time, with a quality product conforming to the contract, without any degradation in performance or customer satisfaction. Discuss any cost growth if the contract was not completed for the original contract amount; and
- H. The number, type frequency, duration and impact of any quality, delivery or cost problems in performing the contract, the corrective action taken, if any, and the effectiveness of the corrective action.

Offeror shall submit similar past performance information on proposed significant or critical subcontractor s but such subcontractor past performance must be relevant to that required under this RFQ and to the work to be subcontracted. The proposal must describe the amount of work and criticality of the work to be subcontracted. Such subcontractor work must clearly indicate the extent of involvement of the subcontractor(s) in the proposed effort (such as 40% of the total labor hours) and why such subcontractor experience is relevant considering the subcontractor effort proposed.

Offerors must either provide the above information or affirmatively state that it possesses no relevant directly related or similar past performance. Any offeror which fails to submit past performance information and also fails to state that it has no similar or relevant past performance shall receive and "Unacceptable" rating. There is no page limitation for this Part.

PAST PERFORMANCE EVALUATION RATINGS AND DEFINITIONS

The following adjectival ratings shall be used to evaluate past performance. Offerors lacking relevant past performance history will receive a "Neutral" rating.

<u>Adjective</u>	<u>Description</u>
NEUTRAL ("N")	No relevant past performance available for evaluation. Offeror has asserted that it has no relevant directly related or similar past performance. Proposal receives no merit or demerit for this factors.

OUTSTANDING ("O")	No risk anticipated with delivery of quality product, on time, or of degradation of performance or lack of customer satisfaction (or cost growth if applicable) based upon offeror's past performance.
BETTER ("B")	Very little risk anticipated with delivery of quality product, on time, or of degradation of performance or lack of customer satisfaction (or cost growth if applicable) based upon offeror's past performance.
ACCEPTABLE ("A")	Some potential risk anticipated with delivery of quality product, on time, and of degradation or lack of customer satisfaction (or cost growth if applicable) based upon offeror's past performance.
MARGINAL ("M")	Significant potential risk anticipated with delivery of quality product, on time, and of degradation of performance based on the Offeror's past performance. (A rating of marginal does not by itself make the proposal ineligible for award.)
UNACCEPTABLE ("U")	Unacceptable risks due to offeror's past performance which has shown failure to deliver products which did not meet proposal requirements, and products would not meet DFAS requirement for mission success.

12.4 PRICE. Provide a complete price proposal for each Line Item listed in attachment #1.

12.4.1 Offerors shall propose fully loaded labor rates for each labor category in accordance with their GSA Schedule(s). Offerors must proposed costs on the basis of one composite rate (incorporating rates of the prime Contractor and any proposed subcontractors) for the following Contract Line Items

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
0001	0010	0019	0028	0037
0002	0011	0020	0029	0038
0003	0012	0021	0030	0039
0005	0014	0023	0032	0041
0006	0015	0024	0033	0042

Offerors shall propose fully loaded labor rates for each labor category in accordance with their GSA Schedule(s). These hourly rates shall include wages, indirect cost, general and administrative expense, profit and subcontractor. Offerors are encouraged to offer further price reductions to the prices offered in their respective GSA Schedule.

12.4.2 SAMPLE TASK COURSE. The offeror must propose (for evaluation purposes only) a total price to design and develop the course requirements for the Sample Task in paragraph 12.1. 2. The proposed costs shall be broken down into the following format:

<u>Cost Element</u>	<u>Hours</u>	<u>Rate</u>	<u>Dollars</u>

Offeror shall include all appropriate cost elements, to better facilitate the Government understanding.

All proposed costs must be adequately supported. The proposal must include sufficient background to show derivation of costs. If the cost proposal cannot be understood, it may be considered unacceptable.

12.4.3 TRAVEL COSTS. Offerors are responsible for all travel arrangements for contractor personnel under this SOW. Travel will be reimbursed on an actual cost basis in accordance with the Joint Travel Regulation (JTR).

12.4.4 Sample Task. The offeror must propose for evaluation purposes only, travel costs to present the sample task course, in paragraph 12.1.2, to following locations:

<u>Course location</u>	<u>Week of</u>
DFAS Indianapolis, IN	_____
DFAS Rome, NY	_____
DFAS Honolulu	_____
DFAS San Bernardino, CA	_____
DFAS Orlando, FL	_____
DFAS Dayton, OH	_____
DFAS Lawton, OK	_____

The proposed costs shall be broken down into the following format for each of the above trips:

[illegible]

Additional cost elements may be added, as appropriate, to better facilitate the Government understanding. All proposed costs must be adequately supported. The proposal must include sufficient background to show derivation of costs. If the cost proposal cannot be understood, it may be considered unacceptable.

12.4.5 STEP LADDER PRICING: Additionally, offerors are encouraged to propose step ladder pricing for the Functional and Systems Courses based upon the number of students (e.g., 1-15, 16-20, 21-25, 26-30).

12.4.6 The vendor shall provide description of the basis for the hourly rate for CLINs 0001 and 0002.

12.4.7 The price for CLIN 0008 and all PMO CLINs shall include the price for PMS support covering all aspects of the statement of objectives, including functional and systems courses, design and development, modification and enhancement, and performance measurements. The vendor shall provide a description of the basis for the hourly rate proposed.

12.4.8 OTHER DIRECT COSTS (ODCs). Any cost to meet the requirements not identified under labor or travel shall be identified as an ODC.

13. PERIOD OF BPA: The ordering period of BPA will be five year, or until the expiration of the applicable GSA Schedule (s), whichever is earlier. Any resulting BPA award shall be reviewed annually in accordance with FAR 13.303-6.

14. ORDERING PROCEDURES

(a) ORDERING: Services to be furnished under this contract shall be furnished at such times as ordered by the issuance of Call/Delivery Orders on DD Form(s) 1155 by the following individual who is designated as authorized Ordering Officer and Procuring Contracting Officer (PCO):

Any Contracting Officer
Defense Finance and Accounting Service
CM#3, Room 905
1931 Jefferson Davis Highway
Arlington, VA 22240-5291

(1) Such individual is also responsible for administering Orders placed hereunder.

(2) All Call Orders issued hereunder are subject the terms and conditions of this BPA. The terms and conditions of this BPA shall control in the event of conflict with Call Order. When mailed, a call order shall be "issued" for purposes of this BPA at the time the Government deposits the Order in the mail (or , transmitted by other means, when physically delivered to the Contractor).

(3) A DD Firm 1155 will be issued for each Order. In addition to any other data that may be called for in the BPA, the following information shall be provided:

- (i) BPA Number;
- (ii) Requisition number;
- (iii) Order Number;
- (iv) Date;
- (v) Task(s) to be performed;
- (vi) Number of hours for the task(s) by Labor Category and Labor rate(s);
- (vii) Ceiling amount of order;
- (viii) Accounting and appropriation data;
- (ix) Inspection and delivery date(s);
- (x) Invoice and payment provisions.

(4) Delivery of Functional and Systems Courses. The price per course will be based upon the hourly price multiplied by the course length. For course length, 1 day = 8 hours.

(5) The price for Design and Development will be based upon the hourly price multiplied by the hours for Design and Development negotiated at the time of BPA call/delivery order. The price for Program Management Oversight (PMO) will be based up on the hourly price multiplied by the hours for PMO negotiated at the time of BPA call/delivery order.

15. BASIS OF AWARD: The Government intends to award a single-award Blanket Purchase Agreement (BPA) order (multiple awards will not be considered), under FAR Part 8, to the GSA Schedule holder(s) whose proposal(s) are most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers: Technical Ability, Past Performance, Sample task, and price.

ATTACHMENTS

1. Bid Schedule
2. Statement of Work
3. Contract Data Requirement List (DD Form 1423)
4. DD Form 254
5. Locations
6. Information, Materials, Equipment, Office Space and Property
7. Course Descriptions